

Galloway Township OPRA Log  
2016

	A	B	C	D	E	F	G	H	I
1	Tracking	Requested	Original Date	7-Day		Extension	Assigned	Completion	Notes
2	Number	By	Received by	Immediate		Dates and	to	Date	
3			Township	Due Date	Record Requested	Reasons			
4	001-16	LT	1/4/2016	1/13/2016	1. Tort claims and lawsuits filed on or between December 4, 2015 and		Manager	1/11/2016	no records
5					January 4, 2016. Please include a copy of the full notice.				
6					2. All Employment advertisements, including In-House and Legal advertise-		Manager	1/11/2016	
7					ments from December 4, 2015 and January 4, 2016.				
8					3. All Personnel Action Forms executed by Susan Jacobucci or designee per-		Manager	1/11/2016	
9					taining to all New Hires, Fires, Demotions, Promotions, Raises, Transfers and				
10					Resignations or Employment Status Changes for all Municipal Departments				
11					between December 4, 2015 and January 4, 2016.				
12					4. GRC Complaints filed on or between December 4, 2015 and		Clerk	1/11/2016	
13					January 4, 2016. Please include copy of the full complaint and responses				
14					by the Township during that time period for any complaints.				
15	002-16	RR	1/4/2016	1/13/2016	Horizon Environmental & Contracting, Inc. is currently conducting a		Const	1/11/2016	no records
16					Phase 1 Environmental Site Assessment for 236 E. Jimmie Leeds Raod,		&		
17					Block: 981.01 Lot #12.01. As part of the due diligence inquiry for this		Fire	1/11/2016	no records
18					property transaction, we are writing to request a records search				
19					targeted for any incidents to which you may have responded and/or				
20					documented (i.e. spills, leaks, releases). Specifically, we are seeking				
21					information on such incidents that may have resulted in an				
22					environmental impact to either soil, water or air quality.				
23					Please advise our office as to when you would be able to complete the				
24					requested records review by your Health, Hazmat, Building and Fire				
25					Departments and provide any relevant information.				
26					Your assistance in this matter is greatly appreciated. Please forward all				
27					findings to the undersigned. If you require any additional information,				
28					kindly contact our office.				
29	003-16	FP	1/5/2016	1/14/2016	Any drawings, blueprints site designs of my current property: 812 E.		Constr	1/11/2016	
30					Harlequin Drive.				
31	004-16	AS	1/5/2016	1/14/2016	Accident reports for December 2015		Police	1/6/2016	
32	005-16	SF	1/12/2016	1/21/2016	Requesting current certificates of liability insurance for all tow truck		Clerk	1/21/2016	
33					companies that contract with or on a rotation list with the municipality.				
34	006-16	RK	1/14/2016	1/26/2016	Please provide accident reports in your township from 12/1/2015 -		Police		
35					12/31/15. Thank you				
36	007-16	SA	1/19/2016	1/28/2016	Advise if any liens on the property for clean up or sewer liens.		Tax Collector	1/27/2016	
37					Any open code violations, any open or expired permits for 159 Driftwood		Constr	1/27/2016	
38					Court - Block 1173.02, Lot 2.06				
39	008-16	DB	1/21/2016	2/1/2016	Files/Records from the Galloway Township Building and Fire Deparments	Beth McCann	Fire		

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40					for 545 Tilton Road, Galloway - specifically info regarding underground	<i>requested</i>	Constr		
41					storage tanks, above ground storage tanks, spills, fires, dumping, hazardous	<i>clarification</i>			
42					material use and storage, septic systems, demolition/construction permits	<i>see below</i>			
43					groundwater wells, remedial activities or investigations, etc.				
44				2/2/2016	Beth McCann from the Construction Department requested that I send to		Const	2/2/2016	
45					an abridged request to the OPRA submittal from below. As suggested by				
46					Ms. Mccann, please provide files available for the above-referenced				
47					property for the following years: 1991 to 2006, 2014 to 2016. Please contact				
48					me when the files will be available for review.				
49	009-16	RB	1/25/2016	2/3/2016	Copy of property survey - 405 Fir Avenue, Galloway NJ		Constr	2/2/2016	
50	010-16	AN	1/27/2016	2/5/2016	A report, spreadsheet or database backup in electronic format containing		Constr	2/4/2016	
51					all residential and commercial building and sub/trade (mechanical, plumbing				
52					electrical, HVAC,etc) permits issued from January 1, 1990 to present				
53	011-16	MK	1/28/2016	2/8/2016	Block 452.01, Lot 1.15 - 675 Pine Valley Court: Check and advise for the:		Collector	2/5/2016	
54					Liens special assessment, open code violations, open/expired building		Constr	2/5/2016	
55					permits, water/sewer balance				
56	012-16	DI	1/20/2016	1/1/2016	Accident reports for Pomona Rd / Park Ave for last 3 years		Police	1/28/2016	
57	013-16	BN	2/2/2016	2/11/2016	1. Salary ranges for all public works positions local 676 and Local 68		Clerk	2/4/2016	
58					2. Salaries for all public works employees local 676 and Local 68		Payroll	2/4/2016	
59					3. Information about any Township ordinances pertaining to public works		Clerk	2/4/2016	
60					starting salaries and salary ranges.				
61					4. Information about salary step/grade programs used or not currently used		Payroll	2/4/2016	
62					by the Township.				
63					5. Position of job descriptions for Public Works foreman and assistant foreman	<i>clarification</i>	clerk	2/9/2016	
64					6. Job Description and salary range for public works sign technician		clerk	2/4/2016	
65					7. What percentage is deducted for healthcare for public works local 676		Payroll	2/9/2016	
66					employees as of February 2016				
67	014-16	AC	2/3/2016	NOW	Animal Control Bid and Contract		Clerk	2/3/2016	
68	015-16	LT	2/3/2016	2/12/2016	1. Tort Claims and Lawsuits filed on or between January 5, 2016 and February		Manager	2/12/2016	
69					3, 2016. Please include a copy of the full notice.				
70					2. All Employment advertisements, including In-House and Legal advertise-		Manager	2/12/2016	
71					from January 5, 2016 and February 3, 2016.				
72					3. All Personnel Action Forms executed by Susan Jacobucci or designee per-		Manager	2/12/2016	
73					pertaining to all New Hires, Fires, Demotions, Promotions, Raises, Transfers,				
74					and Resignations or Employment Status Changes for all Municipal Departments				
75					between January 5, 2016 and February 3, 2016.				

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76					4. GRC Complaints filed on or between January 5, 2016 and February 3, 2016.		Clerk	2/12/2016	
77					Please include copy of the full complaint and responses by the Township				
78					during that time period for any complaints.				
79	016-16	DA	2/4/2016	2/15/2016	Electronic listing of purchase orders from 9/1/2015 to current.		Dennis	2/5/2016	
80	017-16	LT	2/8/2016	2/17/2016	1. Copy of the 2015 Atlantic County Health Dept Municipal Complaint Report		Clerk	2/8/2016	
81					from January to December 2015 (in one PDF File)				
82					2. (Immediate Release) 2015 Master Payroll list including name of employee,		Payroll	2/8/2016	
83					position and year end salary of 2015 (in one PDF File)				
84					3. (Immediate Release) - Copy of the Employment Contract for Chief Donna		Manager	2/8/2016	
85					Higbee.				
86					4. 2014 - Fiscal Year Audit Report (in one PDF file), including Management Letter		CFO/Clerk	2/8/2016	
87	018-16	LT	2/8/2016	NOW	Copy of the following Purchase Orders, Invoices and Detail Billing for the		Finance	2/8/2015	
88					following:				
89					15-03846 - Indian Harbor				
90					15-03860 - Indian Harbor				
91					15-03863 - Blaney				
92					16-00009 - Dell				
93					16-00274 - Proforma				
94					Copy of Invoices and detail Billing payable to Apple on 2015.		Finance	2/8/2015	
95	019-16	FB	2/9/2016	2/18/2016	File #35-77 Block 1186 Lot 3. Variance Issued, Application, Plot Plan		Const	2/17/2016	
96	020-16	LT	2/10/2016	NOW	1. Copy of the following resolutions: 058-16 (including Rice notices), 065-16		Clerk	2/10/2016	
97					074-16, and all resolutions adopted after closed sessions on February 9, 2016.				
98					2. Copy of Ordinance # 1932-2016 as reintroduced.		Clerk	2/10/2016	
99					3. Copy of Employees Names read at the Feb 9, 2016 meeting for years of service		Clerk	2/10/2016	
100					recognitiion in 2014 and 2015.				
101	021-16	RP	2/5/2016	2/16/2016	Police Dept Video Surviellance for 12/12/2016, 9:45 PM to 11:45 PM		Police	2/9/2016	no records
102	022-16	AS	2/2/2016	2/11/2016	Accident Reports for Jan 2016		Police	2/11/2016	
103	023-16	SL	2/12/2016	2/23/2016	Liens/special assessment, code violation, open/expired building permits, water		Collector	2/22/2016	
104					sewer balances for property: 702 Nacote Creek Court - Block 1201.01, Lot 1.19		Const	2/22/2016	
105	024-16	SJ	2/12/2016	NOW	1. Resolution of Jacobucci appointment - February 2014		Clerk	2/12/2016	
106				NOW	2. Original executed contract of Jacobucci.		Clerk	2/12/2016	
107				NOW	3. Resolution of extension of contract, extended contract with addendum.		Clerk	2/12/2016	
108				2/23/2016	4. Evaluation of Jacobucci with attached Jacobucci response presented to		Clerk	2/12/2016	Denied under personnel exception
109					Council on February 9, 2016.				
110				NOW	5. Resolution adopted regarding Jacobucci from Council meeting on Feb 9, 2016		Clerk	2/12/2016	
111					6. Minutes from closed session of Council on February 9, 2016.		Clerk	2/12/2016	no record

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